
SAMPLE RECEIPT MEMORANDUM

TO: JIM DILORENZO

FROM: DAN BOUDREAU

SUBJECT: OLIN CHEMICAL –WILMINGTON,MA

DATE: 11/9/09

CC: JOE MONTANRO, INNA GERMANSDERFER, MIKE DOWLING,ERNIE
WATERMAN

Greetings,

You recently submitted a request for assistance to OEME for the following:

Project Name: Olin Chemical – Wilmington, MA

Date of Request: 11/9/09

Proposed Due Date: 12/10/09

Date Samples Due: 11/10/09

Services Requested: \$BNAW(3), \$VOADW (3), \$MTMSW (3), Ammonia_S (3)

All samples must meet sample acceptance criteria including:

Appropriate sample temperature (greater than 0 or less than or equal to 6 degrees C)

Proper sample labeling (unique identification, durable label, indelible ink)

Proper, full, and complete chain-of-custody documentation

Holding times not exceeded

Proper container integrity

Correct containers used

Adequate sample quantity

If any of the criteria are not met, the Sample Custodian will notify me at 8-8340, or the appropriate analyst. The impact to the integrity of the samples on the analysis will be determined; and, as necessary, the client will be contacted. In all cases, the sample acceptance issue will be documented and reported to the client.